



# Community

**Agenda for** 08/06/26 @ 19:00 or on the rising of the Grants meeting, whichever is the later.

[melksham-tc.gov.uk/meetings](http://melksham-tc.gov.uk/meetings)



**Melksham**  
TOWN COUNCIL



**Melksham**  
TOWN COUNCIL

**Friday 29 May 2026**

Dear Councillors J Westbrook, P Aves, E Calland, J Crossley, G Elson, T Price and A Whitlock

## **Ref: Community Meeting, Monday 8 June 2026**

You are summoned in accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) to a meeting of the Community Development Committee of Melksham Town Council for the transaction of the business shown on the agenda below.

Monday 8 June 2026, to be held at 19.00 or on the rising of the Grants meeting, whichever is the later in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 6ES.

The quorum for Community Development is 4.

### **Public Participation**

Members of the public and the press may attend this meeting in person or join the meeting on Teams via the following link: <https://tinyurl.com/4emu86v7> . Public participation will take place near the start of the meeting.

Each speaker is limited to three minutes, with a total public session of 20 minutes. Members of the public are requested to send their questions to CEO@melksham-tc.gov.uk by noon on the working day before the meeting. You should still attend the meeting, in person or online, to ask your question.

No decisions will be made on matters not already on the agenda. The Council may ask the public and press to leave if confidential matters need to be discussed.

The Seven Principles of Public Life.

All members are reminded of their duty under the code of conduct to uphold the Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Yours sincerely,

**Miss Hayley Bell**  
CEO



## Community Development Committee Terms of Reference

The Community Development Committee will be responsible for matters relating to all events staged, managed or involved with in relation to the Town. This will involve the preparation and management of event planning and gaining relevant permissions required.

### 1. **Membership** – seven elected Members.

- 1.1 Invited officers and volunteers to enable events to be run, who have will have no voting rights.
- 1.2 No business may be transacted at a meeting unless at least 50% of the whole number of members of the committee, rounded up, are present.
- 1.3 Substitution of Members - Substitutes should be nominated by the Member of the Committee planning to be absent and notified to the Proper Officer in writing by 3pm on the day of the meeting.

### 2. **Delegated Business** – The Committee has been delegated to deal with the following matters on an ongoing basis or to conclusion:

- 2.1 All community events;
- 2.2 Community activities and engagement including the development of a community group network;
- 2.3 Community Hub – virtual or physical;
- 2.4 Public Arts Projects;
- 2.5 South-West in Bloom and Melksham Gardening Competition;
- 2.6 Marketing and Promotion;
- 2.7 Civic Awards;
- 2.8 Review all budget lines and monthly accounts for all events;
- 2.9 To work with and support existing and new community groups, clubs, and centres.
- 2.10 Allocation of grants within the agreed criteria and budget of the Town Council

### 3. **Referred Business** – To consider and make recommendations to the Town Council on the following matters:

- 3.1 Budget estimates, to be prepared no later than September each year and submitted to the RFO;



**Melksham**  
TOWN COUNCIL

- 3.2 To approve expenditure within budget and to refer any requests for expenditure over budget to Full Council;
- 3.3 To approve expenditure for projects allocated within Earmarked Reserves.



## Agenda

### Community

1. **Apologies** 19.00 – 19.01  
To receive and consider acceptance for apologies and absences.  
(Local Government Act, 1972 s.85)
2. **Declaration of interests** 19.01 – 19.02  
To declare an interest relating to the business of the meeting.  
(Melksham Town Council Code of Conduct)
3. **Minutes** 19.02 – 19.05  
To approve the minutes of the previous meeting 23 March 2026  
(Local Government Act 1972, s. 12)
4. **Public participation** 19.05 – 19.25  
To allow public participation, 3 minutes per person; 20-minute allocation.  
(Local Government Act 1972, s. 12)
5. **Vice Chair**  
To elect a Vice Chair of the Committee.

### Items 6 to 32 Community Report

6. **Water Safety, Access and Potential Designated Bathing Water Proposal**  
For decision
7. **KGV Income Summary**  
To note
8. **Holiday Films**  
To note
9. **Friends of Rivermead School Easter Trail**  
To note
10. **Melksham Town FC U10 Falcons Sponsored Cycle Ride**



To note

**11. Melksham Health & Wellbeing Meeting**

To note the minutes of 7 May 2026.

**12. John Jennings Fun Fair**

To note

**13. Meet Melksham: Community Discovery Event**

For decision on repeating the event

**14. Shine Outdoors**

To note

**15. Inflatable Theme Park**

To note

**16. May Circus Skills Workshop**

To note

**17. Film: WALL-E**

To note

**18. Friday Night Live**

To note

**19. Park Run**

To note

**20. Melksham Makers Market**

To note

**21. Melksham Gardening Competition**

To note

**22. Us Girls**

To note

**23. Summer Holiday Free Films**

To note



**24. August Circus Skills Workshop**

To note

**25. Melksham Festival: ShamJam**

For decision on name.

**26. Melksham at Christmas**

To note

**27. Park Yoga**

To note

**28. Age UK Wiltshire**

To note

**29. Bra Bank**

To note

**30. Wiltshire Digital Drive**

To note

**31. Entertainer Register**

To note

**32. Mayoral Updates**

To note

**Items 33 to 39 Communications Report**

**33. Brand Rationisation**

To note

**34. Town Plan – Printed Copy and Accessible PDF**

To note

**35. Press Releases and Media Engagement**

To note

**36. Website Audit and Accessibility (AGAR Assertion 10)**

For decision



**37. Council Newsletter**

To note

**38. Meta (Facebook) Performance Stats**

To note

**39. Website Performance**

To note

**Items 40 to 46 Partnership Report**

**40. Community Toilet Scheme**

To note

**41. Parking Redemption Scheme**

To note

**42. Hanging Baskets**

To note

**43. Partnership Newsletter**

To note

**44. LinkedIn**

To note

**45. Business Partnerships - Events**

To note

**46. Roundabout Sponsorship**

To note